GENDER-NET Plus Joint Call on Gender and UN Sustainable Development Goals

Pre-proposal submission guidelines (submission manual)

The proposals must be submitted by the Project Coordinator via the Electronic Proposal Submission System (EPSS) https://proposals.etag.ee/gendernetplus/, hosted by Estonian Research Council (ETAg). Applications sent via other channels will not be eligible. Proposals should be written in English.

For call details and requirements, please refer back to the call home page http://gender-net-plus.eu/joint-call/cofunded-call/.

For further general questions regarding the call details, please contact the Call Secretariat: gendernet@research.ie

For any technical issues, please contact the EPSS helpdesk: Taavi Tiirik, epss.gender@g.etag.ee

The pre-proposal must be submitted before the deadline, Thursday, 1 March 2018, 17:00 (Central European Time – CET).

Note that some national funding organisations require that applicants should submit additional documents to the relevant Funding Organisation(s). Please see the **General Eligibility Requirements** and **Funding Organisation Rules** for detailed instructions.

In order to submit a proposal, **the Project Coordinator** of the consortium **must register as a user in the EPSS**. We recommend registering as soon as possible so the Project Coordinator can familiarize him/herself with the submission system.

I.   Steps for Project Coordinator:

- **Create a new project proposal** by entering **a unique short name (acronym) for your proposal** (max. 10 characters, no spaces)

- Fill the pre-proposal form with **information about yourself**:

- name
- academic title
- affiliation (institution name)
- type of institution (university, governmental, private, other)
- current position (e.g. researcher, lecturer, professor)
- country
- personal web-page, ORCID id or similar
- e-mail address and phone number
- gender (for statistical purposes only): male, female, undeclared

- Fill in the pre-proposal form with the following **information about the project as a whole**:

1. Project title (max. 150 characters including spaces)
2. Abstract of the project (max. 1600 characters including spaces)
3. Keywords (three to seven)
4. List of project Partners (EPSS sends an invitation e-mail to each Partner) and general information about each of them: Principal Investigator's name, academic title, affiliation (institution name), type of institution, country, e-mail address and phone number, gender (for statistical purposes only)
5. GENDER-NET Plus Call Topic(s) addressed in the proposed project

    From the predefined list, please choose up to three topics that your proposal addresses and assign a percentage to indicate the relative relevance of each topic.

6. Disciplines involved in the proposed project

    Please input up to five disciplines relevant to the proposed project in the text boxes. The EPSS does not include predefined lists in order to facilitate flexibility in discipline definition. The disciplines entered should reflect the proposed project content rather than your own and your partners' background.

- Ask your Collaborative Research Project's (CRP's) Principal Investigators (PIs) to

- check their personal and institutional eligibility according to their funding organisation rules,
- complete and enter information about themselves and their team within the EPSS,
- send you their CVs and team descriptions for the "Detailed project description" (for more detail, see below in "Steps for Project Partner (Principal Investigator)"),
- ensure that their budget adheres to their respective funding organisation rules.

- After your CRP PIs - and you as the PI of your own team - have filled in the **budget information** (see below in "Steps for Project Partner (Principal Investigator)"), check the overall budget's eligibility. The overall budget may not exceed 1 Million EURO.

- **Fill in the template file "Detailed project description"** available at the call home page http://gender-net-plus.eu/joint-call/cofunded-call/.

    You will need to repeat some of the information that you have submitted online. Please save the project description as .PDF document and **upload it**.

    The "Detailed project description" includes the following sections:

- Project title, acronym, and abstract (as entered online)

- Your name, academic title and institution
- Detailed project description (up to 5 pages)
- Brief discussion (max. 1000 characters including spaces) of added value of international cooperation within the project: what is the added value in tackling your research question(s) from a trans-national/multinational perspective, and not only in a national or regional context?
- Description of project partner teams, including associate partners (see more below in "Steps for Project Partner (Principal Investigator)")
- Your own and other principal investigators' CVs (see more below in "Steps for Project Partner (Principal Investigator)")
- Requested budget overview (total requested budget per partner, a table is provided in the template file)

- Please indicate if you or your CRP PIs wish to exclude potential reviewers (up to three). Please include their email address, institutional affiliation, and country for clarity. Please note that these are only suggestions for consideration by the Call Secretariat.

- If your project includes Associate Partners, you are also asked to upload their letters of commitment (including specification of their contribution to the proposed project).

Note:

- **You can submit your proposal multiple times** before the deadline. We strongly recommend using this option to avoid unexpected technical issues shortly before the call closing.
- The Project Coordinator and partners can continue editing the online pre-proposal up to the deadline.
- The Project Coordinator and partners can check the online pre-proposal form for any missing information by using **the preview function** of the EPSS. An incomplete form cannot be submitted.
- **Only the last submitted version,** saved before March 1st 2018, 17:00 CET, will be accepted by the Call Secretariat.

Please consult all call related documents at http://gender-net-plus.eu/joint-call/cofunded-call/ prior to completing your proposal.

Please remind your CRP PIs that it is **their** responsibility to ensure their personal and institutional eligibility, as well as their budget's adherence to the general eligibility requirements and their respective Funding Organisation Rules.

II. Steps for Project Partner (Principal Investigator):

- It is the responsibility of the project coordinator to create a project proposal and to enter contact information about the principal investigators. An invitation e-mail will be issued to all project partners from the epss.gender@g.etag.ee email address.

- Once you have received your invitation email, please log on to the system and review the information about you, entered by the Project Coordinator. For corrections, please contact the Project Coordinator.

- Complement the information by entering the following data:

1. Your personal web-page, ORCID id or similar

2. Information about your team members:
    o   name, academic title, affiliation (institution name), type of institution, e-mail address, gender (for statistical purposes only)

3. Budget request

   You are requested to fill in the following categories per project year, subject to your Funding Organisation Rules.

   Please enter all sums in Euros only.

	Year 1	Year 2	Year 3	Total:
Salaries				*Calculated automatically by the EPSS.*
Travel costs				
Consumables/Equipment				
Subcontracts				
Other costs				
Overhead				
Total:	*Calculated automatically by the EPSS.*			

   You will be asked to indicate if any in-kind contribution (self-financing), including by associate partner(s), is planned. You will be also be able to add any other relevant comment.

   NB! Please follow your Funding Organisation Rules with regard to the budget. The online system does not check the entered budget's accordance with eligibility criteria and funding organisations' rules.

   In case you are concurrently the Project Coordinator, please do not forget to include your participation at GENDER-NET Plus mid-term seminar (1.5 days in Madrid) in your travel cost calculations.

- Declare any additional EU funding (or application) for the same activities.

> As the European Commission is funding this call through the Horizon 2020 Programme, other EU funding applied for or awarded to the project must be declared. In general, other EU funding cannot be used alongside GENDER-NET Plus grant towards the same eligible costs.

- Indicate your agreement with

- open access policy as defined in: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm
- the European Code of Conduct for Research Integrity:
 http://www.allea.org/wp-content/uploads/2017/03/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017-1.pdf
- gender equality principles in your team and research:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/gender_en.htm

- Check your part of the pre-proposal form for any missing information by using **the preview function** of the EPSS, well before the deadline. The Project Coordinator will not be able to submit a pre-proposal form with missing information.

- Notify the Project Coordinator when you have completed your section of the online application form.

> You can continue making changes into your part of the pre-proposal form, even after the coordinator has submitted it (it is possible to submit the proposal several times). Notify your project coordinator about any such changes so he/she would know to submit an updated version of the proposal.

- Send any additional information to be included into the EPSS application to your project coordinator:

- A brief one-page CV about yourself - the CVs of all principal investigators will be attached to the short project description and uploaded by the coordinator. The CV should include your main domain of research and a list of the 5 most relevant publications.
- Up to a half-page-long description of your team. The exact format of this description is at the discretion of the project coordinator and/or partners, taking into account the need to highlight the quality and relevant experience of the individual participants, and especially the gender expertise within the team. For example, you may list not only information on your team members, but also some information on supporting infrastructure.

Please consult also other call documents at http://gender-net-plus.eu/joint-call/cofunded-call/.

III.   General reminder:

For call details and requirements, please refer back to the call home page http://gender-net-plus.eu/joint-call/cofunded-call/.

For further specific questions related to the budget, criteria and rules of your funding organisation, please consult your Funding Organisation's rules. Each research team is encouraged to contact its national Funding Organisation before submitting a proposal.

For further general questions regarding the call details, please contact the Call Secretariat: gendernet@research.ie

For technical questions regarding the submission, please contact the EPSS technical helpdesk: Taavi Tiirik, epss.gender@g.etag.ee